

# U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 11-144

**OPEN TO:** All Interested Candidates  
**POSITION:** Real Property Assistant, FSN-7; FP-7\*  
**POSITION NO:** N-52550, I-52357  
**WORK HOURS:** Full-time; 40 hours/week  
\*Not-Ordinarily Resident: US\$ 39,994 p.a. (Starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.722, 365 p.a. (Starting salary)  
(Position Grade: FSN-7)

**OPENING DATE:** September 9, 2011  
**CLOSING DATE:** September 22, 2011

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Real Property Assistant in the General Services Office.

### **BASIC FUNCTION OF POSITION:**

The incumbent locates new properties, conducts initial leasing activity, and acts as intermediary on routine issues between the Embassy and landlords. Assists the General Services Officer to ensure that each property meets habitability (POSHO and FM) and security requirements, as well as provides customer service to the occupants. Coordinates housing and leasing functions with FM, FMC, RSO officers. Consults FAM for relevant regulations governing housing abroad as well as model documents. Handles all aspects of short term residential and functional lease renewals, including writing internal correspondence, drafting correspondence to landlords and contractors, and negotiating renewals with current landlords. Also handles all aspects of leasing new residential properties.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

**NOTE:** *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** University degree (14 year of education) in science or arts is required.
- 2. EXPERIENCE:** Three years of office administration experience, including real estate/real property negotiations skills and experience, is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Writing English and level IV (fluent) Urdu are required.
- 4. KNOWLEDGE:** Must have a good knowledge of real estate market and leasing procedures in the Islamabad, Lahore and Peshawar areas. Knowledge of local government's application leasing procedures is also required. Must have good knowledge of housing issues and problems, including ability to spot problems and damage to houses.
- 5. ABILITIES & SKILLS:** Ability to effectively communicate with prospective landlords, contractors and local government officials as well as Embassy personnel. Good customer service skills, both oral and written, are required. Proficiency with MS Office Professional Suite with good typing speed is required. Ability to learn new computer systems and databases, including proprietary systems, is required. A record of integrity and consistent, acceptable performance is also required. A valid Pakistani driving license (Motor car/jeep) is required.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Post Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by email submission only at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov), through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html). Only short listed candidates will be contacted for their test/interview.

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: September 22, 2011**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.